

U.S. Embassy, Moscow

Public Affairs Section Request for Grant Proposals Notice of Funding Opportunity

(NOFO): FY 2016 English Language Programs

Announcement Type: Cooperative Agreement

Application Deadline: Friday, January 15, 2016

Total Funding: \$200,000.00, pending the availability of funds.

Funding Opportunity Number: DOSRUS-16-GR-001

Catalogue of Federal Domestic Assistance Number: 19.040

Anticipated Award Date: February 1, 2016

Anticipated Project Completion Date: December 31, 2016

Funding Opportunity Title: FY 2016 English Language Programs in Russia

Eligible Applicants: U.S. and Russian non-commercial organizations and academic institutions (both Public and Private) are eligible to apply.

A. PROGRAM DESCRIPTION:

The U.S. Embassy in Moscow anticipates awarding a cooperative agreement of up to \$200,000 for the administration of the FY 2016 English Language Programs.

The U.S. Embassy in Moscow (PAS Moscow) invites proposal submissions for a cooperative agreement to provide technical and logistical support for English Language Programming in Russia. Award recipients will consult closely with the responsible PAS Moscow Program Officer throughout the development, implementation, and evaluation of each English Language Teaching (ELT) event/project. The grantee will be responsible for providing logistical support during major ELT events and projects in Russia in the form of venue negotiations and arrangements, transportation, transfers, hotel and meal arrangements, liaising with online course providers, purchasing materials and supplies, and other technical and logistical support, as directed by PAS Moscow. The Grantee will be required to provide the Embassy with program account records on a regular basis.

The goals of this funding opportunity are to:

1. **Provide professional development opportunities that change the face of how English is taught and learned in Russia** through support of Teacher Association activities in Russia and promoting research and best practices to improve the use of English.
2. **Strengthen people to people ties between the United States and Russia** through activities, information sharing, and experiences between American experts and target audiences that increase mutual understanding between the people of the United States and Russia.
3. **Strengthen local partners** by building long-term, self-sustaining relationships and institutional linkages between American and Russian individuals and organizations, including, as needed, capacity building for Russian educational institutions.
4. **Showcase American values** by presenting the full range of American professionalism, innovation and civic values through the sharing of expert knowledge representing the diversity of the United States.

The objective of this program is to provide space for dialogue between the peoples of both countries and foster American engagement with a wide range of Russian audiences through English language teaching and learning.

Proposals should:

1. Include details of the organization's capacity for handling financial logistics for multi-faceted public diplomacy programs in Russia.
2. Include details of the organization's familiarity with the English language program environment in Russia, including the educational institutions in various regions of the country.
3. Demonstrate a clear understanding of the work to be undertaken and outline the responsibilities of all key personnel involved.
4. Set forth in detail the award recipient's management approach and a work plan/timeframe, contain a sound management plan to carry out the work involved
5. Have the ability to implement a direct billing payment system with hotels across Russia.

The cost of each English Language event/ program will vary, depending on the number of participants, location, duration, etc. Programs are anticipated to be between two days and two weeks.

Examples of potential activities include:

- Making arrangements for various ELT events: conferences, workshops, training, online courses, contests, etc.
- Covering participant costs – travel, lodging, and meals, registration, as well as venue costs, if applicable; purchasing supplies and materials.

In a cooperative agreement, PAS Moscow is substantially involved in program activities above and beyond routine monitoring. The Embassy will identify and work closely with Russian partners to carry out the activities, serving as the main conduit of information to the Russian organizations and partners. The Embassy will also be responsible for monitoring the activity and representing the U.S. Government during the course of the programming. In addition, PAS Moscow will:

- provide guidance on the specific focus of each program
- select the event location and participants for all events, including online courses
- finalize the list of books and materials to be ordered
- develop the agenda/schedule
- facilitate events
- provide feedback upon program completion,

The grantee organization must have effective internal procedures in place to advance, reimburse and closely monitor expenses and report on those to the PAS Moscow on a regular basis.

Funding Authority

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other

countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

B. FEDERAL AWARD INFORMATION:

Type of Award: Cooperative Agreement

Fiscal Year Funds: FY 2016

Approximate Total Funding: \$200,000.00, pending the availability of funds.

Approximate Number of Awards: one

Approximate Average Award: \$200,000.00, pending the availability of funds.

Floor of Award Range: none

Ceiling of Award Range: \$200,000

Anticipated Award Date: February 1, 2016

Anticipated Project Completion Date: December 31, 2016

Additional Information: Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is Embassy Moscow's intent to renew this cooperative agreement for up to two additional consecutive fiscal years before openly competing it again. The proposed budget should reflect a potential two-year cycle.

As this will be a cooperative agreement the U.S. Embassy in Moscow will have substantial involvement in this effort. For more information on the Embassy's role please see Section A. Program Description.

C. ELIGIBILITY INFORMATION

C.1. Eligible applicants:

Applications may be submitted by U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

C.2. Cost Sharing or Matching Funds:

There is no required cost sharing or matching funds for this competition.

C.3. Other Eligibility Requirements:

a) Technical Eligibility: All proposals must comply with the requirements and guidance included in this NOFO. Not following the guidance will result in the proposal being declared technically ineligible and given no further consideration in the review process.

b) Eligible applicants may not submit more than one proposal in this competition.

If more than one proposal is received from the same applicant, all submissions will be declared technically ineligible and will receive no further consideration in the review process.

Please note: Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the PSI document.

c) Taxes: Successful applicants are responsible for complying with all applicable tax treaties and federal, state and local laws on tax withholding and reporting for project participants.

D. APPLICATION AND SUBMISSION INFORMATION

Note: Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Embassy staff may not discuss this competition with applicants until the proposal review process has been completed.

D.1. ADDRESS TO REQUEST APPLICATION PACKAGE

Interested applicants may request the full text of this Notice of Funding Opportunity (NOFO) via email to GrantsRussia@state.gov. The NOFO may also be found on www.grants.gov as well as the website of the U.S. Embassy in Moscow: <http://moscow.usembassy.gov/cooperation.html>. Applicants may also request a NOFO in writing to: Jeni Washeleski, U.S. Embassy Moscow, Public Affairs Section, Bolshoy Devyatinskiy Pereulok 8, Moscow 121099, Russian Federation .

D.2. CONTENT AND FORM OF APPLICATION SUBMISSION

Please follow all instructions below carefully. Failure to furnish all information or comply with stated requirements will mean that the proposal will not be considered. Applicants must set forth accurate and complete information as required by this NOFO. The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

Applicants must ensure:

1. The proposal clearly addresses the goals and objectives of this funding opportunity.
2. All documents are in English
3. All budgets are in U.S. dollars
4. All pages are numbered
5. All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.
6. All materials are submitted in one of the following formats: .xls, .xlsx, .doc, .docx, .pdf, .jpeg. No other file types will be reviewed.

When submitting a proposal, applicants are required to include the following documents and information:

Section 1: Cover Sheet

The coversheet is limited to one page in length. It must provide a summary of the work to be undertaken, the organization's capacity to carry it out, and administrative costs involved in a range of projects.

Section 2: Proposal

The narrative should detail the applicant's experience and organizational capability in carrying out the facilitation of speaker programs in Russia as described in Section A. In addition, the proposals should address the organization's knowledge of the Russian program environment and cultural landscape, as well as familiarity with American culture. The proposal should outline the initial year of funding, as well as any anticipated budget changes should the cooperative agreement be renewed for two additional years.

Section 3: Budget

The budget should outline the administrative costs involved in carrying out a range of described functions. Please note that there is no expectation that applicants can anticipate how many projects or the size of the projects to be carried out under the funding provided by this cooperative agreement. This will be determined in consultation with the Embassy and Consulates with final approval for funding specific projects provided by PAS Moscow.

Section 4: Application Forms for Federal Assistance (SF-424)

The following forms are required and can be found online as part of the application package on Grants.gov. Please be sure to complete and sign each form.

- SF-424: Application for Federal Assistance
- SF-424A: Budget Information – Non-Construction Programs
- SF-424B: Assurances – Non-construction Programs (for U.S. applicants)

Please note:

Other items NOT required/requested for submission, but which may be requested if your application is selected for funding include:

- Copies of an organization or program audit within the last two (2) years
- Copies of relevant human resources, financial, or procurement policies
- Copies of other relevant organizational policies or documentation that would help the Department determine your organization's capacity to manage a federal grant award overseas.
- Completion of a pre-award organizational information sheet, to determine what financial controls and standard operating procedures an organization uses to procure goods and services, hire staff and track time and attendance, pay for grant-related travel, and other financial transactions which may be necessary to undertake the activities in your application.

The U.S. Embassy Moscow reserves the right to request any additional programmatic and/or financial information regarding the proposal.

D.3 UNIQUE ENTITY IDENTIFIED AND SYSTEM FOR AWARD MANAGEMENT (SAM)

You are required to have a Unique Entity Identifier (UEI) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a UEI number is easy and there is no charge. To obtain a UEI number, access <http://www.dnb.com> or call 1-866-705-5711. Please ensure that your UEI (DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package.

All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov.

All federal award recipients must maintain current registrations in the SAM database. Recipients must maintain accurate and up-to-date information in www.SAM.gov until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. Failure to register in SAM will render applicants ineligible to receive funding.

D.4 SUBMISSION DATES AND TIMES

Applications **must** be submitted electronically via email to: GrantsRussia@state.gov. Applications submitted to other email addresses will be determined ineligible for consideration.

All applications must be submitted on or before Friday, January 15, 2016, 6 p.m. Moscow Time. Emails that show a time stamp produced by the Department of State system as having been received after 6 p.m. will be ineligible for consideration.

Begin the application process early, as this will allow time to address any technical difficulties that may arise in advance of the deadline. U.S. Embassy Moscow strongly advises early submission of applications to ensure delivery prior to the stated deadline.

There will be no exceptions to this application deadline.

D.5 INTERGOVERNMENTAL REVIEW

This funding opportunity is not subject to Executive Order 12372 “Intergovernmental Review of Federal Programs.”

D.6 FUNDING RESTRICTIONS

a) **Indirect Charges:** An organization with a Negotiated Indirect Cost Rate Agreement (NICRA) from a cognizant (primary) federal government agency should include a copy of the cost-rate agreement. Applicants should indicate in the proposal budget how the rate is applied and if any of the rate will be cost-shared. Organizations claiming indirect costs should have an established NICRA. If sub-grantees are claiming indirect costs, they should have an established NICRA that is also submitted with the proposal package. **If your organization does not have a NICRA, and the proposal budget has a line item for indirect cost charges, those indirect charges may not exceed 10%.** Information how to obtain a NICRA rate is listed Section G.

b) **Pre-award Costs:** Any costs incurred prior to the award start date in the Federal Notice of Award are incurred at the recipient’s own risk. Approval of these costs require authorization of the Grants Officer to be considered allowable, will only be considered on a case-by-case basis, and will only be authorized in extraordinary circumstances. Applicants should assume that any costs incurred before the start date on the Federal Notice of Award will not be authorized.

E. APPLICATION REVIEW INFORMATION

E.1. CRITERIA

Technically eligible applications will be competitively reviewed according to the criteria stated below. Criteria are weighed according to the percentages indicated.

Institutional Capacity: Applicant and partner organization clearly demonstrate their experience with the proposed subject matter, and their ability to successfully implement the project. **30%**

Cost Effectiveness: Budget demonstrates efficient use of funds, appropriate to achieve project goals. The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be consistent with project plans and activities. **20%**

Completeness of Proposal: The proposal meets all of the outstanding technical and logistical criteria required in this cooperative agreement, addressing the objectives as noted in Section II above. **20%**

Budget and Narrative Justification: The budget and narrative justification are complete and reasonable in relation to the proposed activities and anticipated results. The plan for services and related cost estimates is realistic. **20%**

E.2. REVIEW AND SELECTION PROCESS

The Embassy will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated in this NOFO. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Embassy grant panels for advisory review. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the Cultural Affairs Officer and/or Grants Officer of the U.S. Embassy Moscow. Final technical authority for assistance awards resides with the Embassy's Grants Officer.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

F.1. FEDERAL AWARD NOTICES

Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Embassy's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the Embassy program office coordinating this competition.

F.2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

Terms and Conditions for the Administration of ECA agreements include the following: Office of Management and Budget's Circular 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars).

For a copy of the OMB circular cited, please contact the U.S. Government Publishing Office or download from the www.ecfr.gov website.

Please reference the following websites for additional information:

<http://www.whitehouse.gov/omb/grants>.

<https://www.statebuy.state.gov/fa/pages/home.aspx>

F.3 REPORTING

The award issued under this NOFO will require both program and financial reports on a frequency specified in the award agreement. The disbursement of funds may be tied to submission of these reports in a timely manner. All other details related to award administration will be specified in the award agreement. The point of contact for questions or issues related to the administration of the grant/cooperative agreement will be specified in the award agreement.

G. FEDERAL AWARDING AGENCY CONTACT(S)

a) For questions about this announcement, contact: Jeni Washeleski, U.S. Embassy Moscow, Public Affairs Section, Bolshoy Devyatinskiy Pereulok 8, Moscow 121099, Russian Federation; Tel: +7 (495) 728-5058; Email: GrantsRussia@state.gov

All correspondence with the Embassy concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Embassy staff may not discuss this competition with applicants until the proposal review process has been completed.

b) For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

c) To inquire about the process for obtaining a Negotiated Indirect Cost Rate Agreement (NICRA), contact Donald Hunter at HunterDS@state.gov.

H. OTHER INFORMATION

Notice:

The terms and conditions published in this NOFO are binding and may not be modified by any Embassy representative. Explanatory information provided by the Embassy that contradicts

published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. The Embassy reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.